



King County

King County Department of Community and Human Services

Community Services Division, Housing and Community Development Program

On behalf of the King County Community Development Block Grant Consortium

Community Development Block Grant (CDBG) 2013 Application for 2014 Capital Non-Housing Funds

Application Submission - Two Steps:

Step1)

Submit an electronic version of application in Word format (less the attachments) by May 31, 2013, 2:00 p.m. to: Kathy Tremper, Community Development Coordinator at Kathy.tremper@kingcounty.gov.

Step 2)

Submit one (1) complete set (printed only on one side of the paper) of the application materials in hard copy paper format, loosely bound in a three ring binder with all associated attachments.
Submit by May 31, 2:00 p.m. to:

Housing and Community Development (HCD) CDBG Capital Non-Housing RFP
c/o King County Procurement and Contract Services
Chinook Building, 3rd Floor
401 Fifth Avenue,
Seattle, WA 98104

Requirements:

1. Submittals are due both electronically and in hard copy formats to HCD by 2:00 PM Pacific Daylight Time on **May 31, 2013. Hard Copy to be delivered** to King County Procurement and Contract Services, **3rd Floor Chinook Building, 401 Fifth Avenue, Seattle, WA.**
2. A transmittal letter (*on agency letterhead*) shall be placed as the first page of the Application in a three-ring binder. The letter shall provide contact information (Name, Title, Telephone Number, and E-mail address) of the person who is able to address questions concerning the application.
3. Application should be signed in **BLUE** Ink.
4. A completed (i.e. boxes checked or initialed) and signed 'Application Checklist' is placed immediately behind the transmittal cover letter and in front of the first page of the Application. Application Checklist follows:



King County

**Application Checklist
Community Development Block Grant (CDBG)
2013 Application for 2014 Capital Non-Housing Funds**

- ☐ **Application meets specified format and meets the submission requirements.**
 - Application pages are consecutively numbered. (*Handwritten is acceptable*).
 - Minimum of 11 point font has been used. (*10 point font acceptable for tables*).
 - Margins are a minimum of one inch for copying and binding purposes.
 - Application pages shall be printed on one side only (for administrative purposes).
 - Application shall be submitted in a three ring binder.
 - All questions have a response – there are no questions left blank and
 - A response to a question is limited to one page.
- ☐ **Applications submitted by cities or towns must be signed, not stamped, by your Mayor or City Manager and authorized by your City Council.**
 - A copy of City Council minutes authorizing submittal of your application must be submitted with the application. If more than one application is submitted, the City Council or board minutes authorizing the applications must indicate which is of the highest priority.
- ☐ **Applications submitted by nonprofit organizations or special districts must be signed by an authorized representative and authorized by your board.**
 - A copy of board minutes authorizing submittal of your application must be submitted with the application. If more than one application is submitted, the board minutes authorizing the applications must indicate which is of the highest priority.

Required Attachments:**PART I Agency Information****ALL Applicants**

- ☐ A copy of City Council or Board minutes authorizing submittal of your application. **Attachment No. 1**
- ☐ A detailed map that shows project site and identifies service delivery area. **Attachment No. 2**
- ☐ King County i-map and parcel viewer
<http://www.kingcounty.gov/operations/GIS/PropResearch/ParcelViewer.aspx>
 Enter parcel # or address, or zoom using magnifying glass cursor → click “Districts & Development Report” and “Assessor's Data Report”, and **print both and provide as an Attachment No: 3**

Background Information:

- ☐ Most recent Audit. If an audit is not available then provide financial statements that include General Ledger & Balance Sheet for most recent one year period. **Attachment No. 4**
- ☐ Organization Chart. **Attachment No. 5**

CDBG Capital Non-Housing Application Checklist – Page 2

PART II – All Applicants**Environmental Attachments:**

Provide and label pictures of project site (if applicable per Category type) as follows:

- ☐ North ☐ East ☐ South and ☐ West. **Attachment No. 6.**
☐ Attach a site plan, (if applicable per Category type). **Attachment No. 7.**

Additional Attachments for PART III. Community Facility Category

- ☐ Provide a copy of the Agency's tool used for its client intake process. **Attachment No. 8**
☐ ADA 504 Self-Evaluation and Correction Plan **Attachment No. 9**
☐ Supplementary Acquisition and URA Attachment (if applicable) **Attachment No. 10**

Additional Attachments for PART IV. Public Improvements Category

- ☐ Capital Improvement Plan: Copies of Cover and specific pages that reference project activity and demonstrate public participation in the planning process. **Attachment No. 8**
☐ Supplementary Acquisition and URA Attachment (if applicable) **Attachment No. 9**

Additional Attachments for PART V. Parks Category

- ☐ Neighborhood or Parks Plan: Copies of Cover and specific pages that reference project activity and demonstrate public participation in the planning process. **Attachment No. 8**

Additional Attachments for PART VI. Economic Development & Microenterprise Category

- ☐ Provide a copy of the Agency's tool used for its Client Intake process. **Attachment No. 6**
☐ Provide a copy of written Program Policies and Procedures for implementing Microenterprise Program **Attachment No. 7**

Additional Attachments for PART VII. Minor Home Repair

- ☐ Provide a copy of the Agency's tool used for its Client Intake process. **Attachment No. 6**
☐ Provide a copy of written Program Policies and Procedures for Minor Home Repair Program **Attachment No. 7**

Non-Profits or Special Districts – Additional Required Attachments

- ☐ Current List of Agency Board Members **Attachment No: PART I-D.4.1**
☐ Current Bylaws; Articles of Incorporation **Attachment No: PART I-D.4.2**
☐ Copy of Non-Profit IRS Letter of Designation **Attachment No. PART I-D.4.3**

ACKNOWLEDGEMENT:

Checklist is completed and required documents are attached.

 Signature

 Printed Name

 Title

 Date

Applications that do not follow the specified format, have the required attachments and/or fail to meet the submission requirements will not be forwarded for funding consideration. You are advised to submit your application(s) early to allow you to meet the May 31st deadline if re-submittal is required.